United Nations ST/SGB/2000/13

Secretariat

22 September 2000

Secretary-General's bulletin

Organization of the United Nations Office at Nairobi

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the United Nations Office at Nairobi,[1] promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletins ST/SGB/1997/5, ST/SGB/1999/21, entitled "Organization of the secretariat of the United Nations Environment Programme" and ST/SGB/1999/22, entitled "Organization of the United Nations Centre for Human Settlements (Habitat)".

Section 2
Functions and organization

2.1 The United Nations Office at Nairobi serves as the representative office of the Secretary-General in Nairobi and performs representation and liaison functions with permanent missions, the host Government and other Governments and intergovernmental and non-governmental organizations in Nairobi; manages and implements the programmes on administration and conference services; provides administrative and other support services to the United Nations Environment Programme (UNEP) and the United Nations Centre for Human Settlements (Habitat); administers joint and common services for other offices of the United Nations system located in Nairobi; and manages the United Nations facilities in Nairobi.

2.2 The Office is divided into organizational units as described in the present bulletin.

2.3 The Office is headed by a Director-General, at the Under-Secretary-General level, who also serves as the Executive Director of UNEP. The Director-General and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

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(b) Consulting with major users of conference resources in Nairobi and other duty stations as to their most effective utilization;

(c) Advising and assisting the authorities of host countries in preparing conferences and meetings serviced by the Division;

(d) Ensuring that information technology is realized to its maximum potential in the Division.

Section 8
Final provisions

8.1 The present bulletin shall enter into force on 1 October 2000.

8.2 Secretary-General's bulletin ST/SGB/1999/20 is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General

Notes

[1] The United Nations Office at Nairobi was established on 1 January 1996 as the successor to the two separate divisions of administration of the United Nations Environment Programme and the United Nations Centre for Human Settlements (Habitat), as well as the United Nations Common Services Unit at Nairobi.

[2] The Director of the Division of Administration, like other directors of administration and executive officers, is accountable first and foremost to the head of the department as a partner in administration for programme implementation. Directors of administration and executive/administrative officers are also accountable to the central administration for the appropriate utilization of resources, both human and financial.